

Step-by-Step Environmental Review
Guide for Exempt Activities (3/10)
Small Cities Development Program (SCDP)

1. **Determine Environmental Certifying Officer** (see Overview and Preliminary Steps Required for All Activities, Attachment A)
2. **Determine category of environmental review for your activity or activities** (see Overview and Preliminary Steps Required for All Activities, Attachment A)

The following documents must be provided to SCDP staff to clear environmental review on exempt projects:

Document	Attachment #
Certificate of Exemption for HUD Funded Projects	2
Statutory Checklist (and attachments, if any)	6

3. **Complete the “Certification of Exemption for HUD Funded Projects,” (Attachment 2) and have Certifying Officer sign it.**

The Certificate of Exemption is for costs associated with environmental review, engineering, policy development, inspection costs, and administrative and management activities. See 24 CFR 58.34 for a complete list of Exempt activities.

4. **Fill out the Statutory Checklist (Attachment 6).**
5. **Submit Certificate of Exemption for HUD Funded Projects and Statutory Checklist to SCDP staff.**